

## **Board of Library Trustees**

Special meeting, 9 September 2010

*Attendees: Elaine Alligood, Mark Carthy, Corrine Chan, Fred Dooe, Hal Shubin, Sarah Phillips, Sandy Mulkern, Frank Kennedy, Pat Brusch.*

Trustee Vice-Chair Shubin called the meeting to order at 7:05 and Committee Chair Alligood moderated the discussion of proposals for the project manager position in the feasibility study process.

The group reviewed the scores that had been compiled and discussed each applicant firm. The final decision was to select three firms for interviews: Daedalus, Design Tech and KVA (motion by Mark Carthy, second by Sarah Phillips, approved unanimously).

Mark Carthy made a motion to have the Trustees formally appoint the committee; it was seconded by Elaine Alligood and passed unanimously. Committee members will review submissions and make recommendations for both the project manager and architect roles. Members are:

- Elaine Alligood (Trustee)
  - Pat Brusch (Permanent Building Committee)
  - Mark Carthy (Trustee)
  - Corrine Chan (staff)
  - Maureen Conners (Director)
  - Fred Dooe (staff)
  - Mary Keenan (Trustee)
  - Frank Kennedy (CPOC Committee)
  - Bill Lynch (Warrant Committee)
- Sandy Mulkern (Friends of the Belmont Public Library)
- Sarah Phillips (Trustee)
  - Steve Sala (Permanent Building Committee)

A discussion of the interview process followed. Interviews will be held on 15 September 2010, beginning at 6:00 PM. Pat Brusch suggested giving the interviewees a question to answer as the main part of their presentations during interviews.

Frank Kennedy volunteered to contact each of the applicant firms, letting them know whether or not they had been selected for interviews.

On a motion by Elaine Alligood and seconded by Mark Carthy, the Trustees unanimously adjourned the meeting at 7:50 PM.

Exhibits:

- Ranking sheet for applicants